BTEC International Level 3 Subsidiary Diploma (360 GLH) in Hospitality: Sample Delivery Plan

Audience

This document is intended to support tutors and those delivering BTEC International Level 3 qualifications from April 2020.

Introduction

Clear unit planning and understanding of key deadlines are essential for a successful delivery programme. We have produced a sample delivery plan showing how the BTEC International Level 3 Subsidiary Diploma in Hospitality could be delivered over one year, highlighting assessment milestones and indicating where you can teach units holistically.

Key sections

The document focuses on key dates to plan around and an example of how the Subsidiary Diploma can be structured, set out in the three sections below:

Section 1: Guide to key dates

Setting out the key activities and requirements for course delivery alongside dates and links to further information.

Section 2: Sample one-year plan – delivery chart

A chart setting out the key deliverables against chosen units.

Section 3: Sample one-year plan – detailed rationale

An in-depth rationale and explanation as to how the suggested plan was structured.

Further support can be found within the relevant specification on Pearson's website (https://qualifications.pearson.com/en/qualifications/btec-international-level-3/hospitality-and-catering.html#tab-SubsidiaryDiploma)

Below is an overview of how wider support also links to this document.

Support	Purpose
Delivery Guide	A companion to your BTEC International Level 3 qualification specification, Authorised Assignment Briefs (AABs) and sample Pearson Set Assignments. It contains ideas for teaching and learning, including practical activities, realistic scenarios, ways of involving employers in delivery, ways of managing independent learning and how to approach assessments. The aim of these guides is to show how the specification content might work in practice and to inspire you to start thinking about different ways to deliver your course.
Authorised Assignment Briefs	Provide scenarios and teaching plans for each unit, to be used either as they are set out, or to inform your own planning.
Schemes of Work	Demonstrate how the unit content can be covered in the guided learning hours (GLH) while providing lesson ideas and highlighting links to other units to help you plan your teaching.

Section 1: Guide to key dates

This sets out the key activities order and requirements for course delivery alongside links to further information.

Action	Description	Resource/reference
	Centres need to register a Lead Internal Verifier (LIV) for each principal BTEC Subject Area.	Edexcel Online. Your Exams Officer can provide a login.
Assessment plan(s)	An assessment plan(s) must be in place to demonstrate that sufficient time is available to deliver and assess all the required units in a timely manner. More than one plan may be required if there are different groups working at different speeds.	Assessment plans are available here.
Assignment briefs	Assignment briefs should be internally verified to ensure they are fit for purpose and the equipment, resources and staff expertise will be available. This will not be required for Pearson Set Assignment units.	Authorised Assignment Briefs are available on the Pearson website. https://qualifications.pearson.com/en/qualifications/btec-international-level-3/hospitality.coursematerials.html#filterQuery=Pearson-UK:Category%2FInternal-assessments
Learner induction	A short period of induction is strongly recommended to ensure that learners are familiar with the programme and its requirements. Plagiarism, referencing, time management skills, the importance of meeting deadlines and centre policies should be covered.	
Register your learners	Learner registrations need to be made by the deadlines on our website. This will trigger the allocation of a Standards Verifier and support for your centre.	Edexcel Online
Allocation of Standards Verifier	The Standards Verifier will need to see the assessment plan(s) and will agree a sampling schedule with the centre. They are available to provide support and guidance.	The details of the Standards Verifier will be emailed to the Quality Nominee at the centre. Please ensure that the Quality Nominee details registered with Pearson are accurate.
Internally assessed unit completed	The internally assessed unit(s) needs to have been sampled and reported prior to the end of teaching for the year.	A guide to internal assessments is available here.
Second sampling completed	Second sampling of internally assessed units that were not released for certification must be complete by the end of the teaching for the year.	

Section 2: Sample one-year plan – delivery chart

This plan is intended to be used as guidance.

Key

R = Revision for assessment

INT = Internal assessment

CSR = Case study research

SA = Summative assessment

				TERM 1												
Unit	**Unit title**	**Guided learning hours**	**Assessment method**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**
1	The Hospitality Industry	60	INT SET												**CSR**	**SA**
		4 hours per week														
2	Environment and Sustainability in the Hospitality Industry	60	INT SET												**CSR**	**CSR**
		4 hours per week														
10	Supervision of Food Safety in Hospitality	60	INT												**CSR**	**CSR**
		4 hours per week														

				TERM 2												
Unit	**Unit title**	**Guided learning hours**	**Assessment method**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**
1	The Hospitality Industry	60	INT SET	**SA**	**SA**											
		4 hours per week to week 15														
2	Environment and Sustainability in the Hospitality Industry	60	INT SET	**SA**	**SA**											
		4 hours per week to week 15														
10	Supervision of Food Safety in Hospitality	60	INT	**SA**	**SA**											
		4 hours per week to week 15														
3	Customer Service Provision in Hospitality	60	INT													
		4 hours per week from week 16														
13	European Cuisine	60	INT													
		4 hours per week from week 16														
18	Conferencing and Banqueting	60	INT													
		4 hours per week from week 16														

				TERM 3												
Unit	**Unit title**	**Guided learning hours**	**Assessment method**	**27**	**28**	**29**	**30**	**31**	**32**	**33**	**34**	**35**	**36**	**37**	**38**	**39**
3	Customer Service Provision in Hospitality	60	INT			**SA**	**SA**									
		4 hours per week to week 30														
13	European Cuisine	60	INT			**SA**	**SA**									
		4 hours per week to week 30														
18	Conferencing and Banqueting	60	INT			**SA**	**SA**									
		4 hours per week to week 30														

Section 3: Sample one-year plan – detailed rationale

Overview

The BTEC Level 3 International Subsidiary Diploma in Hospitality suggests 360 guided learning hours (GLH) and comprises three mandatory units, two of which are internally assessed using a Pearson Set Assignment, while the other is assessed internally using a centre-devised assignment or the Authorised Assignment Brief. There are also three optional units, which are internally assessed using centre-designed assignments. The qualification structure identifies the mandatory and optional units. This information is also listed in the qualification specification. To achieve any qualification grade, learners must complete and have an outcome (D, M, P or U) for all units within a valid combination for the size of the award. For the Subsidiary Diploma in Hospitality learners must pass all mandatory units along with 120 GLH from the optional units. This means that learners could attain a U grade in one of the optional units and still achieve a passing grade overall depending on their other results. Please see pages 331–343 of the specification for more details about compensation and grading.

The sample delivery plan is based on the qualification being delivered over one year, with lesson times totalling 12 hours per week.

If your centre is subject to Standards Verification, your Standards Verifier will confirm sampling arrangements with you in order to meet the first sampling deadline of the end of December. The sample delivery plan ensures that *Unit 1: The Hospitality Industry* and *Unit 2: Environment and Sustainability in the Hospitality Industry* will be available for first sampling. All other units will be completed in time for the end of January, which is the second sampling deadline (should this be required). It is important that you have at least one completed unit ready for Standards Verification to take place by the end of December.

Involving employers in the assessment/delivery

There is no compulsory requirement for a work experience placement within the qualification. All units lend themselves to hospitality industry employer involvement, such as in the form of an educational visit, guest speaker, focus group or case study.

Which units are externally assessed??

Units 1 and 2 are assessed by Pearson Set Assignments. The assignments will be available from October. The assignment can be completed at any time in the year. The evidence can be resubmitted once. Any resit learner must resit a new assignment.

Internal mandatory units

Unit 1: The Hospitality Industry. Learners will develop knowledge and understanding of the hospitality industry, the current trading environment and how the industry responds to trends and changes.

Unit 2: Environment and Sustainability in the Hospitality Industry. Learners will investigate the impact of the hospitality industry on the environment and the measures that the industry takes to ensure sustainability.

Unit 3: Customer Service Provision in Hospitality. Learners will develop the knowledge and skills they need to deliver effective customer service in a hospitality business. They will understand the skills needed to provide positive customer service in an organisation as well as the need for continual improvement.

Suggestions for which units to teach

Unit 1: The Hospitality Industry. As this is an introductory unit that links to all other units in the qualification, it should be delivered from the outset to provide a foundation on which to build further knowledge and understanding. This is a mandatory unit that is assessed internally via a Pearson Set Assignment. The unit will be delivered for four hours per week for 15 weeks to embed learning and delivery must include the internal assessment activities. This will ensure that you have a mandatory unit assessed via a Pearson Set Assignment completed for Standards Verification.

Unit 2: Environment and Sustainability in the Hospitality Industry. This is a mandatory unit that is assessed internally via a Pearson Set Assignment. The unit will be delivered for four hours per week across 15 weeks to embed learning and delivery must include the internal assessment activities. This unit has links to a number of units within the qualification and provides a basis for understanding sustainability issues across hospitality activities.

Unit 3: Customer Service Provision in Hospitality. This is a mandatory unit but it is assessed by an internally set assignment or the Authorised Assignment Brief for this unit. Delivery will start in term two. Four hours per week have been allocated to take account of the practical nature of the unit. The weekly four-hour sessions will provide time to deliver the underpinning knowledge and sufficient time for learners to practise their customer service skills prior to formal assessment. Pearson suggests that, when delivering the unit, centres should encourage learners to draw on their broader learning so that they will be prepared for the assessment. It is acknowledged that learners tend to perform best when practical assessments are taken towards the end of the programme. This is reflected in the scheduling in terms two and three.

Unit 10: Supervision of Food Safety in Hospitality. This is an optional unit that is assessed internally via a centre-designed assignment brief or the Authorised Assignment Brief. Delivered at the start of the programme, this unit provides the underpinning knowledge for the safe handling of food in the practical food preparation and food service units.

Unit 13: European Cuisine. This optional unit is internally assessed via a centre-devised assignment or the Authorised Assignment Brief for this unit. This unit has been scheduled for delivery towards the end of the qualification as it is felt that learners' creativity and organisational skills will be utilised, maintaining their interest at a time when they may be tiring of their studies. The four hours per week scheduled for delivery will allow the unit to be delivered both in the classroom and practically in the kitchen, allowing learners time to finesse their skills prior to the assessment at the end of the programme. As with Unit 3, the later delivery will allow learners to draw on their broader learning so that they will be prepared for the assessment.

Unit 18: Conferencing and Banqueting. This optional unit is internally assessed via a centre-devised assignment or the Authorised Assignment Brief for this unit. This unit has been scheduled for delivery towards the end of the qualification. The four hours per week for delivery will allow the unit to be delivered both in the classroom and practically, allowing learners time to finesse their skills prior to the assessment at the end of the programme. As with Unit 3, the later delivery will allow learners to draw on their broader learning so that they will be prepared for the assessment. Whilst this is not a synoptic unit, it does bring together many of the practical assessment requirements of Unit 3 and Unit 13.

Centres are encouraged to timetable a period of induction for learners at the start of the programme. This should include information on topics such as the structure of the units, how to use an assignment brief, the importance of command verbs, how to work to meet deadlines, consequences of not meeting deadlines, how to reference work and the importance of evidence submitted for assessment being independently produced, valid and authentic. Centre policies on malpractice and plagiarism should be explained.

NB: internally assessed units can only be sampled when all learners have completed the unit, resubmissions have occurred and have been assessed and internally verified. All units must be available for first sampling and reporting to have occurred by the **end of May** in the year of certification.